

TRAINING ANNOUNCEMENT



FEMA

OFFICE OF NATIONAL SECURITY COORDINATION

COURSE:

L548 – COOP MANAGER’S TRAINING COURSE

DESCRIPTION:

The Continuity of Operations (COOP) Manager’s Training Course provides COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. This training includes a train-the-trainer module to equip the managers to train others.

DATES /TIMES:

May 10, 11, & 12, 2005 8:00 a.m. - 4:30 p.m.

LOCATION:

Training Room, 6th Floor
FEMA
536 S. Clark Street
Chicago, Illinois

OBJECTIVES:

Upon completion of this course, participants should be able to do the following:

- Define COOP;
- Explain the business benefits of COOP;
- Identify the elements of a viable COOP capability;
- Identify the processes, resources, and tasks necessary to implement and manage a successful COOP Program.

ELIGIBILITY:

Employees responsible for managing a COOP Program.

COSTS:

There is no cost for the training; however, the employee’s agency is responsible for all travel costs associated with this training.

APPLICATIONS:

Please submit a FEMA Form 75-5 (General Admission, February 04 version) using one of the options below:

PDF:

<http://www.usfa.fema.gov/downloads/pdf/75-5nf.pdf>

or

PDF Form Fillable:

<http://www.usfa.fema.gov/downloads/pdf/75-5.pdf>

Please fax your completed form to FEMA Region-V at (312) 408-5222.

Approved participants will receive notification from FEMA Region-V via e-mail.

Class participation is limited to 40 slots. A waiting list will be created if interest exceeds the number of available seats.

Applicants with special needs should contact the Course Manager to arrange/discuss specific requirements.

LODGING:

Lodging arrangements are the responsibility of the student. The W Hotel - Chicago City Center, at 172 W. Adams Street in Chicago, is five blocks from the FEMA building, and does have rooms at the government rate. Phone is (312) 332-1200. Most downtown Chicago hotels are within a short cab ride from the FEMA office.

**APPLICATION
DEADLINES:**

April 1, 2005

**COURSE CANCELLATION
POLICY**

Forward an e-mail to sean.oleary@dhs.gov. Cancellations received by May 2, 2005 will be offered to the waiting list.

COURSE MANAGER:

**Sean O'Leary, FEMA Region-V
COOP Training Course Manager
Phone: (312) 408-5389
e-mail: sean.oleary@dhs.gov**